



# Department of Human Resources

## Promotional Exam Announcement

Please Post Conspicuously

Jack Doyle  
County Executive

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Director

### Monroe Community College

**P-72535**

### Personnel Clerk - MCC

Application Fee:	<b>\$15.00</b>
Examination Date:	<b>October 26, 2002</b>
Closing Date for Filing:	<b>September 18, 2002</b>
Salary:	<b>\$24,691 - \$31,713 annually</b>
Current Opening:	<b>The results of this examination may be used to fill one (1) position at Monroe Community College.</b>
Employment Opportunities:	<b>The results of this exam may be used to fill vacancies, which may occur during the life of the eligible list.</b>

#### Minimum Qualifications:

Candidates must be permanently employed in the competitive class in **Monroe Community College** and must have served continuously on a permanent basis for **twelve (12) months** holding the position of **Receptionist Typist or any other secretarial or clerical title in Grade 5-6** immediately preceding the date of the written test.

Any person, otherwise meeting the requirements for an examination, who was laid off from an agency for which the examination is being held, and whose name is presently on a preferred list is eligible to compete in the examination. When completing the application, such person should be sure to indicate his/her present employment and/or the title and location of his/her last permanent employment in the municipality.

#### Fees:

- ❖ A \$15.00 Application Fee for each examination for which you apply is to be paid with your application, unless the fee is waived for that examination.
- ❖ Make check or money order payable to: Monroe County Director of Finance
- ❖ Write your SOCIAL SECURITY NUMBER AND EXAM NUMBER(S) ON YOUR CHECK OR MONEY ORDER.

Be sure to compare your qualifications carefully with the requirements listed and file only for those examinations for which you clearly qualify and intend to take. We cannot prescreen applications submitted without the fee. No refunds will be made if your application is disapproved or you fail to appear for the test. There is a \$15.00 charge for returned checks. We do not accept cash.



## **Personnel Clerk - MCC (Monroe Community College)**

### **Exception to Fee Requirement:**

An exception to the application fee will be made only for persons receiving Supplemental Security Income (SSI) payments or public assistance, provided Foster Care or certified as Workforce Investment Act (WIA) eligible through a state or local social service agency, and for those who are unemployed and primarily responsible for the support of a household. Employees of Monroe County who are represented by the Federation of Social Workers, Local 381, are eligible for this waiver for all exams if they are in group 52 and below; employees in a salary group above 52 are eligible for the fee waiver, if the examination is for a title in their career field. Employees of Monroe County who are represented by C.S.E.A., Local 828, are eligible for this waiver, if they are in salary group 10 or below. The fee is waived for all Monroe County employees taking Promotional exams. Individuals wishing to claim this waiver of fee must complete an application fee waiver request located on the last page of the application. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.

### **Description of Duties:**

This position is responsible for recruitment, applicant tracking, coordinating temporary employment and worker's compensation claims, and related clerical work. The employee reports directly to and work is performed under the general supervision of an administrative or supervisory employee. Supervision is not a responsibility of this class.

### **Scope of Examination:**

A multiple-choice written test will cover knowledge, skills and/or abilities in such areas as:

#### **1. Arithmetic computation with calculator**

These questions test for the ability to use a calculator to do basic computations. Questions will involve addition, subtraction, multiplication and division. You may also be asked to calculate averages and percents and to round an answer to the nearest whole number or to one or more decimal places. **YOU SHOULD BRING WITH YOU A HAND-HELD BATTERY- OR SOLAR-POWERED CALCULATOR FOR USE ON THIS TEST.**

#### **2. Office record keeping**

These questions test your ability to perform common office record keeping tasks. The test consists of two or more "sets" of questions, each set concerning a different problem. Typical record keeping problems might involve the organization or collation of data from several sources; scheduling; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents.

#### **3. Preparing written material**

These questions test for the ability to present information clearly and accurately and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order and then asked to choose from four suggestions the best order for the sentences.

#### **4. Understanding and interpreting written material based on laws, policies, and procedures relating to health insurance and other employee benefits.**

These questions test the ability to read, interpret, and apply these laws, policies, and procedures. You will be provided with brief reading selections, each followed by one or more questions. All information needed to answer the questions is contained in the reading selections. No prior knowledge is required.

### **Calculators and Reference Materials:**

Most civil service written tests do not require the use of a calculator or slide rule. However, the use of calculators is **RECOMMENDED** for this exam. Candidates have the option of bringing a hand-held, quiet, battery or solar-powered arithmetic calculator or a slide rule to the test room. Candidates will not be permitted to use calculators containing spell check, dictionary, language translator, address or telephone book, personal digital assistants, or typewriter keyboard features, or any similar devices. You may not bring books or other reference materials.



## **Personnel Clerk - MCC (Monroe Community College)**

This examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this examination.

### **Applications:**

Applications may be obtained at the address or web-site indicated at the bottom of this page and must be postmarked or filed in the Monroe County Department of Human Resources by the closing date for filing for this examination.

### **Candidates Must Record the Exam Number and Title on the Application.**

### **Seniority:**

Seniority points will be added to the score of every passing candidate at the rate of one (1) point for each appropriate five (5) year period for each year of continuous permanent service calculated to the date of original entry in the permanent classified service in accordance with the following schedule.

Less than 1 year .....	0 Points
1 year up to 6 years .....	1 Point
Over 6 years up to 11 years .....	2 Points
Over 11 years up to 16 years .....	3 Points
Over 16 years up to 21 years .....	4 Points
Over 21 years up to 26 years .....	5 Points

Seniority points will be calculated at the time of examination.

### **Certifications and Appointments:**

The eligible list resulting from this examination will be established in accordance with the final earned numerical rating of passing candidates regardless of residence.

### **Special Requirement for Appointment in School Districts and BOCES:**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

### **Veteran's Credits:**

Veterans entitled to and wishing to claim additional points must file in the Monroe County Department of Human Resources an Application for Veteran's Credits (VC-1) form, and a copy of their military discharge papers (DD-214). Disabled veterans must also file two (2) copies of an Authorization for Veteran's Disability Record (VC-4) with the Veteran's Administration. These forms are available at the Monroe County Department of Human Resources and must be filed within thirty (30) days of the examination date.

Candidates currently on active duty may apply within thirty (30) days of the examination. Upon discharge, candidates must submit a copy of their military discharge papers (DD-214). Any extra points will be applied upon our receipt of the discharge papers.

### **Special Arrangements for Examination:**

If you need an alternate test date because you are a Saturday Sabbath Observer or if you have a disability that requires special accommodations for you to participate in an examination, you must notify us at the address or telephone numbers listed at the bottom of this page by the application deadline. Indicate your request on the front of your application for each exam, and under separate cover submit a statement outlining the reason for your request, the exam number(s) and title(s), and attach supporting documentation.

### **Active Military Members:**

Special testing arrangements may be available to applicants who are active military members. For further information contact the Monroe County Department of Human Resources before submitting an application.



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**Multiple Exam Takers:**

Persons also applying for examinations offered by the City of Rochester and/or New York State Civil Service Commission held on the same date, must complete a crossfiler form, available from the Monroe County Department of Human Resources, which will provide for special arrangements. Arrangements must be made to take **ALL** examinations at **ONE** test site. Unless this form is filed with the Monroe County Department of Human Resources two (2) weeks prior to the exam date, we cannot ensure that such arrangements will be made. **If you are taking multiple exams on the same date with Monroe County Civil Service Commission only, you do not have to file a crossfiler form.**

Candidates taking more than one (1) exam in different exam series will be allowed the specified length of time for each exam, up to a maximum of eight (8) hours. Example: If you are taking one (1) exam which allows six (6) hours, and another exam in a different series which allows four (4) hours, you must complete both tests in eight (8) hours, but you can spend no more time on each exam than the time allotted for that exam.

**Admission to Examination:**

If you have not received your admission notice to appear for the examination three days before the date of the exam, call the Monroe County Department of Human Resources at 428-5550.

**Issue Date:** August 19, 2002